



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

August 17, 2009

To: Dr. Darline P. Robles, Superintendent
Los Angeles County Office of Education

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

REVIEW OF UNIFORM PUBLIC HEARING PROTOCOLS

On September 16, 2008, the Board approved the recommendation by the Chief Executive Officer (CEO) and the Executive Officer of the Board of Supervisors to approve the protocols pertaining to the conduct of Commission meetings. Amendments were made to allow the Chair of the Commissions to adjust the time allowed for the speaker as needed. In addition, the Board instructed the CEO and the Executive Officer of the Board of Supervisors to notify and ensure that all Commissions adhere to these protocols.

Pursuant to the Board's action, on October 6, 2008, we provided you with the protocols along with a sample "Speaker Request Card" (attached) and asked for your assistance in ensuring your respective Commissions adhere to these protocols. We indicated on that letter that the protocols will be reviewed after six months to ensure they are appropriate and applicable.

As part of the evaluation, we are requesting your assistance by working with your respective Commissions to provide our Office with feedback on any issues and/or concerns regarding the appropriateness and applicability of the protocols.

We very much appreciate your efforts and cooperation. To allow sufficient time for our Office to review and incorporate your feedback as part of the report back to the Board, please e-mail your response to James Yun at jyun@ceo.lacounty.gov by the end of the business day on August 27, 2009. If you have any questions, please contact Deputy Chief Executive Officer, Ellen Sandt at (213) 974-1186 or your staff may contact James Yun at (213)893-2072.

WTF:ES
GS:JY:cg

Attachment

c: Each Supervisor
Each Deputy Chief Executive Officer

K:\Letters to Department Heads, word\8-17-09 Adherence to uniform public hearing protocols-LACOE.doc

"To Enrich Lives Through Effective And Caring Service"

***Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only***



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

ATTACHMENT

WILLIAM T FUJIOKA
Chief Executive Officer

October 6, 2008

To: Dr. Darline P. Robles, Superintendent
Los Angeles County Office of Education

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

ADHERANCE TO UNIFORM PUBLIC HEARING PROTOCOLS

On September 16, 2008, the Board approved the recommendation by the Chief Executive Officer (CEO) and the Executive Officer of the Board of Supervisors to approve the protocols pertaining to the conduct of Commission meetings. Amendments were made to allow the Chair to adjust the time allowed for the speaker as needed. In addition, the Board instructed the CEO and the Executive Officer of the Board of Supervisors to notify and ensure that all Commissions adhere to these protocols.

We are asking for your assistance in notifying the Commissions you work with to ensure that the Commissions are notified of the attached protocols (Attachment I) and that they adhere to these protocols. A copy of the "Speaker Request Card", currently used for the Board of Supervisors meetings, is also attached (Attachment II) as a sample for each Commission to use in developing its own speaker cards. The protocols will be reviewed after six months to ensure they are appropriate and applicable.

We very much appreciate your cooperation and assistance in working with your Commissions to ensure adherence to these protocols. If you have any questions, please contact Ellen Sandt at (213)974-1186 or your staff may contact James Yun at (213)893-2072.

WTF:ES
GS:JY:ef

Attachments (s)

c: Each Supervisor
Each Deputy Chief Executive Officer

K:\Letters to Department Heads, word\10.06.08 OPS_BM_ Adhrerance to uniform public hearing protocols LA Office of Education.doc

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

DUTIES AND POWERS OF COMMISSION CHAIR: The Chair shall possess the powers, and perform the duties prescribed, as follows.

- a. Have general direction over the meeting and assign seats for the use of the members;
 - b. Preserve order and decorum; prevent demonstrations; order removed from the meeting any person whose conduct he/she deems objectionable; and order the meeting room cleared whenever he/she shall deem it necessary (Government Code Section 54957.9, see Appendix);
 - c. Assure that attendants of the public at meetings shall be limited to that number which can be accommodated by the seating facilities regularly maintained therein. No standees shall be permitted;
 - d. Allocate the length of time for public discussion of any matter in advance of such discussion, with the concurrence of the Commission;
 - e. Allocate equal time to opposing sides insofar as possible taking into account the number of persons requesting to be heard on any side;
 - f. Limit the amount of time that a person may address the Commission during a public discussion period in order to accommodate those persons desiring to speak and to facilitate the business of the Commission.
- **REMOVAL FROM COMMISSION MEETINGS.** At the discretion of the Chair or upon vote of the Commission, Chair may order removed from the meeting any person who commits the following acts of disruptive conduct in respect to a regular, adjourned regular or special meeting of the Commission:
 - a. Disorderly, contemptuous or insolent behavior toward the Commission or any member thereof, tending to interrupt the due and orderly course of said meeting;
 - b. A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting;
 - c. Disobedience of any lawful order of the Chair, which shall include an order to be seated or to refrain from addressing the Commission;
 - d. Any other unlawful interference with the due and orderly course of said meeting; and
- Any person so removed shall be excluded from further attendance at the meeting from which he/she has been removed, unless permission to attend is granted upon motion adopted by a majority vote of the Commission.
- e. In addition, any person so removed on the basis of disruptive conduct described above may not be allowed to address the Commission for up to a maximum of ninety (90) days. The period of prohibition from addressing the Commission will be determined by the Commission Chair, or the Commission upon a vote, based on the number and severity of prior incidents of disruptive conduct.
- **REQUESTS TO ADDRESS THE COMMISSION ON AN AGENDA ITEM.** A person requesting to address the Commission will be allowed a total of three (3) minutes per meeting unless the time is adjusted by the Chair as deemed appropriate given the nature of the matter. Requests to be heard must be submitted to the Commission staff through the use of an approved "Speaker Request" form before the item is called. Any individual found to have engaged in disruptive conduct, as defined above, may be prohibited from addressing the Commission at future meetings as set forth above.

Speaker Request forms shall request the following information from the constituent:

- The name of the Board, Commission or Committee
 - Agenda item number to be discussed or Public Comment
 - If the constituent is in favor/opposed to the agenda item
 - Constituent's name
 - Constituent's telephone number (optional)
 - Constituent's address (optional)
 - Name of organization (if applicable)
 - A brief summary of the constituent's position on the matter
- **ADDRESSING THE COMMISSION.** No person shall address the Commission until he/she has first been recognized by the Chair. The decision of the Chair to recognize or not recognize a person may be changed by order of the Commission. All persons addressing the Commission shall give their name for the purpose of the record. The Chair may, in the interest of facilitating the business of the Commission, limit or expand the amount of time which a person may use in addressing the Commission.
 - **USE OF CELL PHONES AND PAGERS DURING BOARD MEETINGS.** All pagers and cell phones belonging to the public, press or County personnel must be placed on vibrate mode or be turned off while a Commission meeting is in session.
 - **PUBLIC COMMENT - NON-AGENDA ITEMS.** Notwithstanding any other provision of these rules, members of the public shall have the right to address the Commission on items of interest which are within the subject matter jurisdiction of the Commission. A person requesting to address the Commission on a non-agenda item will be allowed up to three (3) minutes per meeting. A person addressing the Commission shall avoid personalities on an agenda or non-agenda item. Any individual found to exhibit disruptive conduct, as defined above, may be prohibited from addressing the Commission on agenda items and during public comment at future meetings as set forth above.
- ROBERT'S RULES OF ORDER.** The proceedings of the Commission shall be governed by the provisions of law applicable thereto and, except as herein otherwise provided, by Robert's Rules of Order, newly revised. Provided, further, that the failure to follow the Rules of Order or these rules shall not invalidate any action taken.



**REQUEST TO ADDRESS
THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES**
SACHI A. HAMAI
EXECUTIVE OFFICER

AGENDA NO. _____

FAVOR

☐

OPPOSE

☐
PUBLIC COMMENT
AGENDA ITEM
☐

OTHER

☐

NAME (PLEASE PRINT)

PHONE NUMBER
()

ADDRESS

(THIS INFORMATION IS OPTIONAL)

NAME OF ORGANIZATION REPRESENTED (IF APPLICABLE)

PLEASE PROVIDE A BRIEF SUMMARY OF YOUR POSITION ON THIS MATTER.

NOTE: Pursuant to Section 38 of the Rules of the Board, you are hereby advised that if you are here to address the Board regarding a confidential dependency matter under the supervision of the Department of Children and Family Services, you are not to disclose any case identifying information which is made confidential under the provisions of Welfare and Institutions Code Sections 827 and 10850. You are further advised that such a matter is not within the subject matter jurisdiction of the Board, that it is not within the power of the Board to alter the outcome of a court matter and that because of confidentiality laws, the Board may not comment on any such matter. You are requested to forward your comments in writing to the Director of the Children and Family Services Department, 425 Shatto Place, Los Angeles, CA 90020.

bosteq.doc 4/2008